



April 7, 2013

Dear Applicant,

Thank you for your interest in the position of a **Animal Control Officer** with the City of Leon Valley. To ensure the proper processing of your application, the following should be submitted with your completed application:

1. Completed "Notice of Job Requirements";
2. Completed "Information Release Authorization to Obtain Criminal Records";
3. Completed "Authorization to Release Information (Private Person or Organization) to the City of Leon Valley";
4. Completed "Written Authorization to Obtain Consumer Reports for Employment Purposes";
5. Completed Driver Background Information; and
6. Your résumé.

.

Again, thank you for your interest in employment with the City of Leon Valley.

Sincerely,

Crystal Caldera  
City Secretary  
6400 El Verde Rd  
Leon Valley, Texas 78238-2399  
210.684.1391 ext 212 phone  
210.684.1515 fax  
[c.caldera@leonvalleytexas.gov](mailto:c.caldera@leonvalleytexas.gov)



## APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT CLEARLY)

### PERSONAL

Date \_\_\_\_\_

Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

Present address \_\_\_\_\_

Telephone No. (H): \_\_\_\_\_ (W): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.? Yes \_\_\_\_ No \_\_\_\_ (Proof of citizenship or immigration status will be required upon employment.)

Are you of the legal age to work? \_\_\_\_\_

Position(s) applied for **Animal Control Officer**

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Is any additional information relative to your use of another name necessary to enable a check on your work record? If yes, please explain. \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_, 2013.

Are there any other experiences, skills, training or qualifications which will be of special benefit in the job for which you are applying? \_\_\_\_\_

### RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE ?	LIST DIPLOMA OR DEGREE
HIGH			1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE							<input type="checkbox"/> YES <input type="checkbox"/> NO	Credit Hrs Completed:  Degree Obtained:
OTHER							<input type="checkbox"/> YES <input type="checkbox"/> NO	

LIST BELOW **ALL** PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT. **For additional employer listings, please use separate sheet of paper.**

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

I hereby give permission to contact the employers listed above about my prior work experience. \_\_\_\_\_

Signature

If there is a particular employer(s), you do not wish us to contact, please indicate which one(s). \_\_\_\_\_

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance from any job? \_\_\_\_ Yes

No \_\_\_\_ If yes, give the name of the employer in each instance and the reason(s). \_\_\_\_\_

**PERSONAL REFERENCES (NO FORMER EMPLOYERS, SUPERVISORS, OR RELATIVES)**

(These individuals should have known you for several years)

NAME & OCCUPATION	FULL MAILING ADDRESS	PHONE NUMBER
		H/Cell: W:
		H/Cell: W:
		H/Cell: W:

**PLEASE READ AND SIGN BELOW**

The facts set forth in my application (and accompanying resume, if any) for employment are true and complete. I understand that if employed, any false statement on this application may result in my disqualification or discharge when discovered. I further understand that this application or anything conveyed during an interview is not and is not intended to be a contract of employment, nor does this application obligate the City of Leon Valley in any way if the City decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the City Manager has authority to enter into an agreement for employment for any specified period of time or to make an agreement contrary to the foregoing, and then only in writing by the City Manager.

In making this application for employment I authorize the City of Leon Valley or its designated individuals to make an investigative report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

In consideration of my being considered for employment and/or being employed I hereby agree to and submit to physical examinations and tests as may be required by the City, and I do hereby (1) grant release and assign unto the City, all right, title and interest that I may subsequently acquire in all records and reports arising out of or in connection with said examinations and tests and (2) waive all rights to be advised on the content of said records and reports or to receive copies thereof, without the prior written consent of the City.

I also authorize the City of Leon Valley to furnish to any future employer or prospective employer any and all information they may request concerning my application for employment or employment with the City of Leon Valley. I hereby direct the City of Leon Valley to release such information upon request from a bearer of an authorization to release information. This release is executed with the full knowledge and understanding that this information is for the official use of the City of Leon Valley.

I also understand that this application for employment will be kept on file for a period of 6 months from the date of my application. I also understand that if I want to be considered for future employment at the end of this period of time that I will have to file a new application.

I hereby release the City of Leon Valley, as custodian of such records from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with a valid authorization and request for information or any other attempt to comply with it.

_____	_____	_____
Authorizing Signature	Printed Name	Date



## NOTICE OF JOB REQUIREMENTS

The City of Leon Valley requires that each applicant be informed of what is expected of employees in each position with the City. Attached to this notice is a job description for the position of “**Animal Control Officer**” with the City of Leon Valley, for which you are applying.

The City of Leon Valley is concerned with the safety, health, and well-being of all its employees. The use or misuse of alcohol, drugs, narcotics, and/or controlled substances is inconsistent with this concern and, therefore, the City requires applicants to undergo pre-employment drug screening for drugs and illegal substances. A positive test result will cause rejection of the application, unless there are extenuating circumstances, e.g., medication causing the positive result if the medication is legally prescribed by a physician as part of an approved treatment.

The City of Leon Valley is an at-will employer and does not waive the right, at any time, including in the event the applicant is employed, to discharge the employee at any time, for any reason, with or without notice, and with or without cause.

**I have read the attached job description and understand the City of Leon Valley's policies regarding drug testing and employment-at-will.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **CITY OF LEON VALLEY JOB DESCRIPTION**

**JOB TITLE:** Animal Control /Code Enforcement Officer

**DEPARTMENT:** Police Department

**FLSA STATUS:** Non-Exempt

**DATE:** October 1, 2004

**REVISED:** April 1, 2013

### **JOB SUMMARY:**

Under general direction of the Chief of Police, administers the City's codes and ordinances to protect the health, safety and welfare of the public by enforcement of the City's Animal Control Codes and Ordinances and to provide support to the Code Enforcement Officer, and other duties as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

The Primary duty is to administer Animal Control codes and Ordinances

Respond to Complaints concerning animal problems or violations of animal control ordinances including but not limited to animals running at large, bites, property damage or injuries;

Chase, capture, trap, and transport stray animal for impoundment at designated animal shelter during work hours and evening hours, weekends, holidays, and special or emergency situations;

Compile a variety of data regarding animal care control, as well as code enforcement data such as graffiti, sign, weed, and fence control data and prepares daily and monthly activity reports;

Provide administrative support of City Codes and ordinances as enforced and administered by the Community Development Department;

Insure communication and compliance of City codes and Ordinances to and by the public and City staff;

Establish and maintain effective working relationships with all levels of City staff,

departmental personnel, other governmental entities, and the general public;

Make effective decisions, applying initiative and independence;

Complete permits and forms, expedite information relative to Department procedures and policies via telephone, correspondence and in person;

Interpret municipal codes, ordinances and resolutions to the general public and City staff in the office and in the field;

Conduct field investigations of reported complaints of municipal code violations;

Advise and respond to citizen complaints and advises individuals of City Code violations and methods of abatement;

Seek abatement remedies through voluntary compliance or judicial action;  
Issue appropriate warning and violation notices and citations, and appear in court;

Make presentations and/or provide testimony to boards and commissions and/or courts of law;

Review existing department-related ordinances and propose amendments, as needed;

Maintain case records, program statistics and related materials;

Operate assigned vehicle in a safe manner for extended periods of time;

Responsible for safe operation of and insuring the proper maintenance of assigned vehicles;

Walk long distances on uneven and hard surfaces and over varying types of terrain;

Must be able to complete tasks involving bending, lifting, walking, and carrying using a force equal to fifty (50) pounds;

Climb, crawl, kneel, squat, stretch, stoop and bend freely when performing job functions;

Sit, stand, and walk for extended periods of time while performing various tasks;

Work indoors and work outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather;

Carry, drag, lift, pull or push fifty (50) pounds of equipment and/or miscellaneous objects;

Ability to complete all reports and paperwork legibly, accurately, thoroughly, and neatly;

Answer incoming telephone calls and write messages, efficiently operate a two-way radio and dispatch messages appropriately;

Proficiently operate general office equipment such as typewriter, personal computer and software, copier and fax machines;

Interact in a pleasant, efficient manner, regarding the dissemination of information on a daily basis, using tact and diplomacy with the other City Department staff members and the public;

Work effectively as a team member;

Demonstrate pleasant, courteous, and efficient interactions with general public, City employees and Department Staff;

Plans and schedules work independently in the absence of specific instructions or supervision;

Reads, writes and converses fluently in English;

Work flexible schedule, to include evening hours, weekends, and holidays;

Must have ability to report to work and remain on duty for the duration of the duty day;

Must have ability to attend work regularly and predictably; and

Must not pose a threat to the health and safety of self or others.

### **EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES:**

High school diploma or equivalent is required;

Must hold a valid Texas Motor Vehicle License, and the must maintain their eligibility to drive under the City's driver evaluation program;

Must hold a current Texas Basic Animal Control Certification through the Texas Department of State Health Services within one (1) year of hire date; and

Two years college or technical training in a related field is desirable.

### **EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:**



Prefer two (2) years of practical experience, with at least one (1) year of full-time experience, in the field of code enforcement or inspections, involving the enforcement or interpretation of administrative rules and regulations with direct public contact;

Ability to read, write and communicate effectively in Spanish is desirable;

Ability to type or word process 45 wpm using WordPerfect or Word with 95% accuracy;

Knowledge of City codes and ordinance structure and enforcement provisions;

Demonstrated proficiency in computer applications to include word processing and spreadsheet applications;

Must demonstrate good prioritizing and problem solving abilities;

Requires ability to review and correct own work and complete tasks without constant supervision;

Ability to use tact and diplomacy, interact with the other City Department staff members and the public in a pleasant, efficient manner, regarding the dissemination of information on a daily basis; works effectively as a team member; and

Ability to complete all report and paperwork promptly, legibly, accurately, thoroughly, neatly, and with correct grammar and spelling.



**AUTHORIZATION TO RELEASE INFORMATION  
(PRIVATE PERSON OR ORGANIZATION)  
TO THE CITY OF LEON VALLEY**

**TO WHOM IT MAY CONCERN:**

I, \_\_\_\_\_, an applicant for employment with the City of Leon Valley, hereby authorize you to furnish the City of Leon Valley with any and all information they may request concerning my employment; educational records, including but not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records; juvenile, police, Department of Public Safety driving and court records; military records, for determination of my potential for employment and for eligibility for certain security clearances. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Leon Valley. I also understand that neither the City nor its agent shall be violating my right to privacy in any manner and I hereby release them from all liability whatsoever for actions related to this investigation.

I hereby release you, as custodian of such records, any school, college, university, or other educational institution; hospital or other repository of medical records; credit bureau; lending institution; consumer reporting agency; or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request for information or any other attempt to comply with it.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



To Applicant: **READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.**

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, national origin or disability. Federal law also prohibits other types of discrimination such as age and citizenship. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

1. How long have you lived at present address? \_\_\_\_\_

2. Previous address \_\_\_\_\_

3. How long did you live there? \_\_\_\_\_

4. Are you over the age of eighteen? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, hire is subject to verification that you are of minimum legal age.

5. Have you been bonded? \_\_\_\_\_ If yes, on what jobs? \_\_\_\_\_

6. Have you ever been convicted of a crime, **including** misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? \_\_\_\_\_

If yes, describe in full: \_\_\_\_\_

7. List any friends or relatives working for us, other than spouse. How do you know them and for how long?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

8. Will you work overtime if scheduled or requested? \_\_\_\_\_

9. Will you work weekends if scheduled or requested? \_\_\_\_\_

10. Will you be able to get to work on time each day and when called in? \_\_\_\_\_

11. How did you hear about this job opening? \_\_\_\_\_

# INFORMATION RELEASE AUTHORIZATION

## Criminal Background Check

Applicant's Name (Print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Race: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I, \_\_\_\_\_, do hereby authorize any law enforcement agency to furnish the City of Leon Valley or its agent information related to my criminal history. I hereby release the City of Leon Valley and all of its agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information, from all liability, resulting from the furnishing of this information to the City of Leon Valley. I certify that the statements made by me on this form and on all pages of the City of Leon Valley Employment Application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void my consideration for employment/continued employment, and could result in disciplinary action including termination.

Signed \_\_\_\_\_

Date \_\_\_\_\_



**WRITTEN AUTHORIZATION TO OBTAIN CONSUMER  
REPORTS FOR EMPLOYMENT PURPOSES**

TO: The City of Leon Valley

FROM: \_\_\_\_\_  
Printed Name of Applicant for Employment

DATE: \_\_\_\_\_

I, the undersigned, have received from the City of Leon Valley a disclosure to individuals applying for employment with the City of Leon Valley, Texas. I have read the disclosure and I understand its contents. After reading the disclosure, I give my authorization to the City of Leon Valley to obtain consumer reports for employment purposes. I understand that if I become an employee of the City of Leon Valley, this authorization will continue in effect to authorize the City of Leon Valley to periodically obtain reports for employment purposes for the purpose of evaluating me for promotion, reassignment, or retention as an employee.

\_\_\_\_\_  
Signature of Applicant

.....  
**DISCLOSURE TO INDIVIDUALS APPLYING FOR  
EMPLOYMENT WITH THE CITY OF LEON VALLEY, TEXAS**

The City of Leon Valley hereby discloses to you that in connection with your application for employment, upon receipt of your written authorization to do so, it may obtain one or more consumer reports for employment purposes.

If the City of Leon Valley employs you, it may periodically obtain consumer reports for employment purposes, for the purpose of evaluating you for promotion, reassignment, or retention as an employee.

In each case, if information in the report influences the City's decision to deny hiring or promotion, it will provide you with appropriate action disclosures in accordance with Section 604(b)(2)(A) of the Fair Credit Reporting Act complete as of January 7, 2002.

## DRIVER'S EMPLOYMENT BACKGROUND

NAME: \_\_\_\_\_  
LAST, FIRST MI

SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESSES FOR THE LAST THREE (3) YEARS: \_\_\_\_\_  
\_\_\_\_\_

### CURRENT DRIVER'S LICENSES

STATE	LICENSE NO.	TYPE	EXPIRATION

### DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLATBED, ETC.)	DATES OF OPERATION		TOTAL MILES OF OPERATION
		FROM	TO	

### ACCIDENT RECORD FOR PAST FIVE(5) YEARS

(ATTACH AN ADDITIONAL SHEET IF NEEDED)	DATE	NATURE (HEAD ON, ETC.)	NO. OF FATALITIES	NO. OF INJURIES
LAST ACCIDENT				
NEXT PREVIOUS				
NEXT PREVIOUS				

### TRAFFIC CONVICTIONS FOR THE PAST FIVE (5) YEARS (OTHER THAN PARKING VIOLATIONS)

LOCATION (CITY & STATE)	DATE	CHARGE	PENALTY

YES NO

A. Have you **ever** been denied a license, permit or privilege to operate a motor vehicle?

☐ ☐

B. Has any license, permit or privilege to operate a motor vehicle been suspended or revoked?

☐ ☐

When and Why:

IF THE ANSWER TO EITHER "A" OR "B" IS YES, ATTACH A STATEMENT OF EXPLANATION.



## VOLUNTARY DATA RECORD SURVEY

Dear Applicant:

Applicants for positions with the City of Leon Valley are treated equally, without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status. At the same time, as an employer with an affirmative action program, the City of Leon Valley complies with government regulations, including affirmative action responsibilities and reports where they apply.

Government agencies periodically require reports on the status of protected employees. The purpose of this Voluntary Data Record is to comply with government record keeping, reporting, and other legal requirements. This data is for statistical analysis with respect to the success of the City of Leon Valley's affirmative action program only.

Completing this Voluntary Data Record Survey is optional. All data records are kept in a confidential file and are not a part of your Application for Employment or Personnel File.

NOTE: THE DECISION TO SUBMIT THIS INFORMATION IS VOLUNTARY.

=====

Date: \_\_\_\_\_

1. Job Title of Position Applied For: **Animal Control Officer**

2. Check One:

Male \_\_\_\_\_

Female \_\_\_\_\_

Age: \_\_\_\_\_

Vietnam Era Veteran: \_\_\_\_\_

Disabled Veteran: \_\_\_\_\_

Disabled: \_\_\_\_\_

3. Check one of the following (ethnic/racial background):

White \_\_\_\_\_

Hispanic \_\_\_\_\_

Native American: \_\_\_\_\_

Black: \_\_\_\_\_

Asian/Pacific Islander: \_\_\_\_\_

Other: \_\_\_\_\_